



Enlisted Placement Management Center

AT/Corrections Rating Specialist



Rating Specialist

- Command advocate: Responsible for the manning of his/her assigned ratings for all commands. Works with PC/Detailers concerning all manning issues. i.e. NMP, BA Changes, EMIRS, PERSMARS, all manning inquiries
- Liaison to detailers, major focus on READINESS
- Along with the ECM, manages distributable inventory of his/her assigned ratings
- Evaluates and initiates reviews of Navy Manning Plan (NMP) for specific ratings
- Approves/disapproves ORDERS not meeting edits
- Scrubs and sets JASS based on command readiness and fleet balance
- Coordinates assignments for A school graduates, P5 PRD Rollers (Slammers) and other immediate avails.

ORDER EDITS

- Back to back Same Type Duty by composite
- NEC not written to orders that where an NEC is attached
- PAYSUBs
 - The RS approves/disapprove paysub request within Supervisor, Journeyman and Apprentice paygrades.
- DRATES - Out of Rate

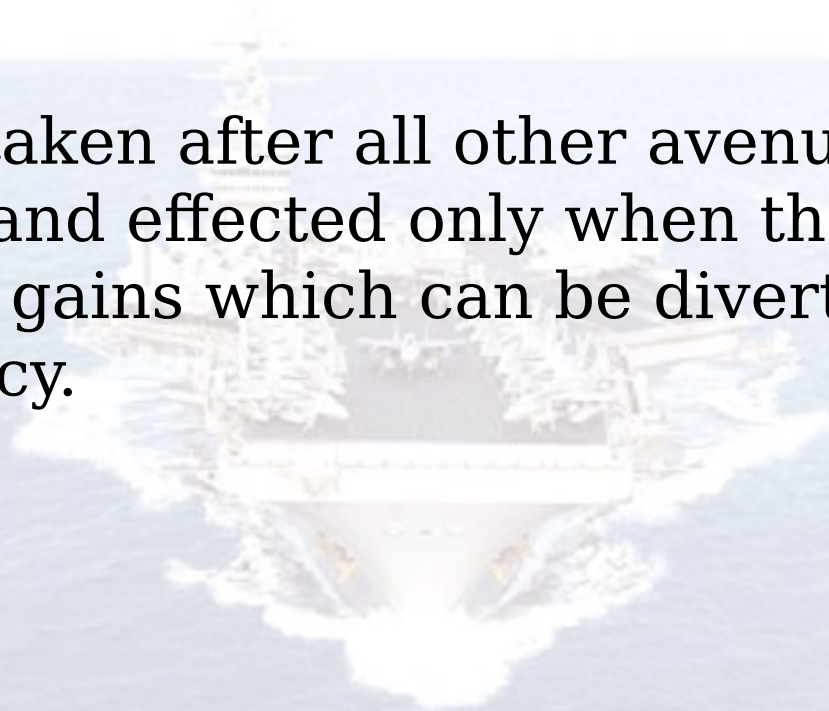
Manning Actions

- Divert – Changing PCS orders enroute.
- COMPTOUR (shore duty) – moving member from one command to another in the same ATC.
- Cross Deck (sea duty) – lateral move from one ship to another.
- ADREQS - manually generated requisition for an activity where an additional requirement exists.
- OPHOLD - extraordinary circumstances.

COMPTOUR

(Lateral PCS Transfer – Shore Duty)

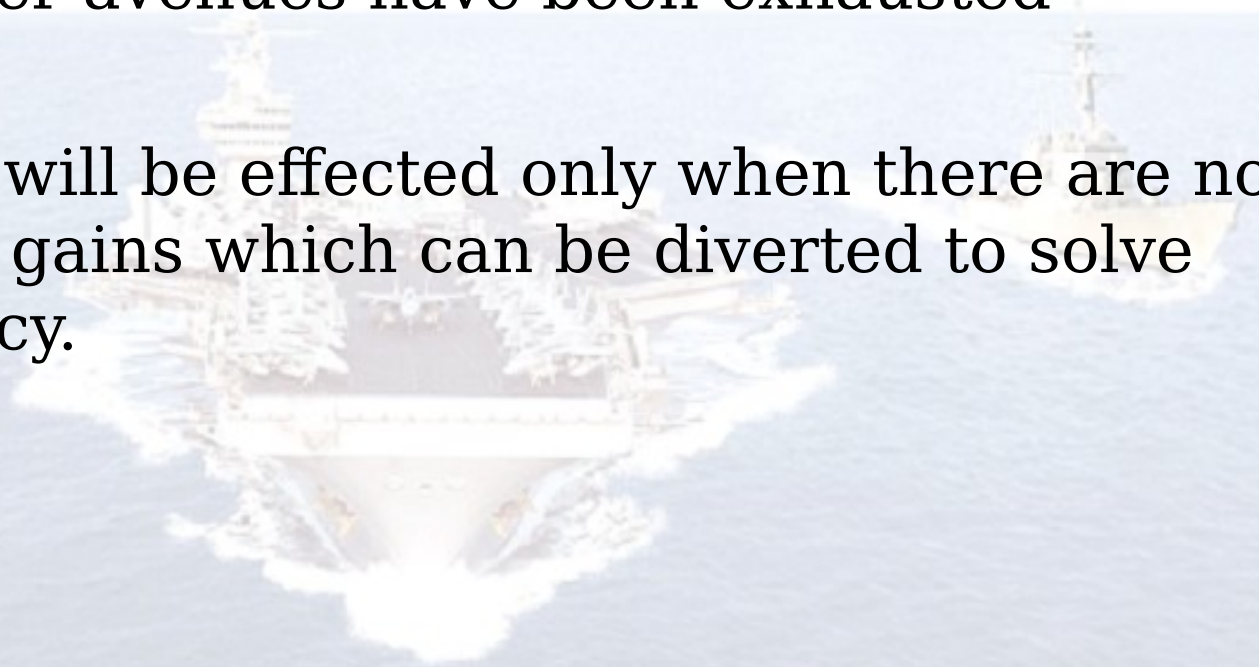
- COMPTOURS are used to move members from one command to another in the same ATC. Generally use volunteers, or command nominees.
- Only undertaken after all other avenues have been exhausted, and effected only when there are no prospective gains which can be diverted to solve the deficiency.



CROSSDECKS

(Lateral PCS Transfer – Sea Duty)

- Cross-deck actions are to resolve urgent/critical manning requirements in desired sequence subject to time constraints, and should only be undertaken after all other avenues have been exhausted
- Crossdecks will be effected only when there are no prospective gains which can be diverted to solve the deficiency.



ADREQS

Additional Requisition (*ADREQ*) is a manually generated requisition for an activity where an additional requirement exists.

ADREQ's result in manning excesses to P9NMP and contribute to misdistribution of resources within units and geographic areas. Therefore, ADREQs will not normally be approved unless unique circumstances dictate the assignment of personnel in excess of NMP.

EPMAC is the approving authority for E-4 and below ADREQs.

ADREQ E-5 and above

- RS Concurs or Non-concurs, he/she forwards proposal to unit PC for concur or non-concur. If PC concurs, he/she will forward to gaining TYCOM for action. If the PC non-concurs the RS and PC will resolve issues prior to forwarding TYCOM.
- TYCOM will review ADREQ proposal and make recommendation, and forward to the gaining MCA for approval or disapproval. MCA will approve or disapprove and return to EPMAC (Code 46) for action. (Code 46 enters requisition into RIS)
- RS sends approval or disapproval to the detailer via e-mail.

COMCLANTFLT/COMPACFLT is the approval authority for all ADREQs E5 and above.

PAYSUBS

- Paygrade substitution (*PAYSUB*) is defined as the assignment of personnel in a paygrade not equal to the requisition paygrade.
- Placement (EPMAC) approves E6 and below and within khaki paygrades.
- TYCOM\MCA approves paysubs from E6 to E7 or above.
- The detailer can propose and execute when directed by Placement.
- Prior to concurring or non-concurring with the PAYSUB, the PC will evaluate proposal for alternatives

DIVERTS

When Manning deficiencies of a unit significantly degrades it's mission capability the PC will screen other activities to identify personnel onboard in excess of NMP.

1 - Default

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PA1 PA2 PA3 ENT CLR

K001,MCAL,SSC1,RCN0150

REQUISITION EXCESS FILE

FCD 04038 RDT 04046
ILC 3426 PAGE 001

MCA	UIC	ACTIVITY	RABBR	NEC	SSC	ATC	TYPE	PAYGRADE	TOTAL
L	61414	NPHIBASE L CRK	MACS	1	FLI	P			1
L	31836	PUBLIC SAFETY YD	MACS	1	FNO	P			2
L	4156A	PUBSAF NW DET	MAC	1	FCF	A			1
L	3266A	PSS PORTSMOUTH	MAC	1	FPO	A			1
L	47164	NS MAYPORT SECDD	MAC	1	GMV	A			1
L	31836	PUBLIC SAFETY YD	MAC	1	FNO	P			2
L	47523	PSS NORVA	MAC	1	FNO	P			4
L	47213	PSS OCEANA	MAC	1	FOA	P			1
L	3266A	PSS PORTSMOUTH	MAC	1	FPO	P			2
L	69214	WS CHASN SC	MAC	1	GCE	P			3
L	47212	NAS KEY WEST SD	MAC	1	GKE	P			1
L	30316	NAVSOB DT ALPHA	MA1	1	CWH	A			2
L	4156A	PUBSAF NW DET	MA1	1	FCF	A			6
L	47210	NAS JAX D D	MA1	1	GJK	A			1
L	47164	NS MAYPORT SECDD	MA1	1	GMV	A			9
L	61414	NPHIBASE L CRK	MA1	1	FLI	P			7
L	31836	PUBLIC SAFETY YD	MA1	1	FNO	P			4

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Super JASS

MA Workshop Brief

- Provides uniformity for JASS display for all detailers/EPMAC/MCAs.
- Four basic Zones with one blue indicator:
 - GREEN: Normal PRD Roller Selections
 - RED: Immediate Availabilities Selections
 - AMBER: G2K Selections
 - GREY: Unavailable REQN
 - BLUE: Reqs with incentives

GREEN ZONE

- The purpose of this zone is to assign normal P6 through P9 PRD rollers to the MCA's highest priority REQN (REQN) in the P6 to P9 window.
 - The number of rollers will be determined by the cognizant detailer until the process can be automated and incorporated into the decision support tool in JASS.
 - For sea and shore duty, 95% of REQN to rollers will appear in the Green Window if possible.
 - Shore REQN will be placed in the Green Zone by REQ priority order vice take up month.)

GREEN ZONE

continued

- If a UIC has multiple REQs by paygrade they will be displayed by REQ priority all others will go in the Gray Zone.
- Let's assume MCAL has REQs available for five rollers: the GW, Gitmo and Souda.
 - GW #00010
 - GW #00020
 - Gitmo #00030
 - Souda #00040
 - Souda #00050
 - Gitmo #00060 and below - not displayed.

GREEN ZONE

continued

- For NEC intensive ratings and C-school graduates, the highest priority REQ requiring that NEC will be selected. If a REQ requiring that NEC is not available, the detailer will request EPMAC to activate the next highest priority REQ for that NEC from the Gray Zone.
- **NOT APPLICABLE TO THE MA COMMUNITY.**

RED ZONE

- RED ZONE: The purpose of this window is to display those REQ that did not get filled in the P6 through P9 detailing window. These REQs are prioritized in the order that they should be filled and are available to immediate avails such as return of LIMDUs, termination of shore duty, last minute re-enlistments.
- A minimum of one per MCA will be displayed and a maximum of 25% of the number shown in the Green Zone by supervisor, journeyman, and apprentice.

AMBER ZONE

- The purpose of this ZONE is to provide additional assignment options to those Sailors eligible to re-enlist under Guard 2000, not to exceed 50% of the Green Zone REQs .
 - EPMAC will identify REQs for this zone with detailer and MCA input.
 - Filling of Amber Zone REQs with any other roller other than a Guard 2000, requires EPMAC concurrence and is highly discouraged.

GRAY ZONE

- The purpose of this zone is to display for EPMAC and MCAs all other REQs.
 - Any perspective assignment to a REQN in this area will require EPMAC concurrence.
 - This rule will be enforced at the system level when the System Change Request (SCR) is completed.
 - Currently a report is available in WEPP called “Compare Orders Written to the Reqs/Zones as they were listed in JASS”.

BLUE Incentive

- Extract from other zones.
- Displays those REQN with a monetary incentive associated.
 - LSRB units/reqs were the first ones used
- Assignment Incentive Pay (AIP)
 - Get it while the getting is good: MAs are still considered Sea/Shore rotational yet in practice we are INUS/OUTUS.
 - When official message is released MAs will be ineligible for AIP!
- SDAP may also be added latter

Fleet Balance

- If MCA manning is greater than or equal to 100%, than that MCA may have 1 REQN appear in the Green Window per paygrade.
- If MCA manning is less than 100%, the MCA can have up to 90% of the total number of REQN, not to exceed a total projected manning of 100%. For example, assuming 106 rollers = 100 billets: 96% manned = 4 REQN, 88% manned = 11 REQN.
- Fleet in-balance will be determined using B002 measuring P9 BA to POB 9 manning by supervisor, journeyman and apprentice levels. This capability has been incorporated into the decision support tool in JASS.

ADDITIONAL NOTES

- MCA may direct movement of any REQ between zones.
 - MCA should notify EPMAC NLT 1200 CT on Tuesday of req week if movement is desired.
- Spouse collocations, EFM, etc., will primarily be made using the Green Zone.
 - If unable to fill from Green Zone, may use Gray Zone with EPMAC concurrence.

ADDITIONAL NOTES

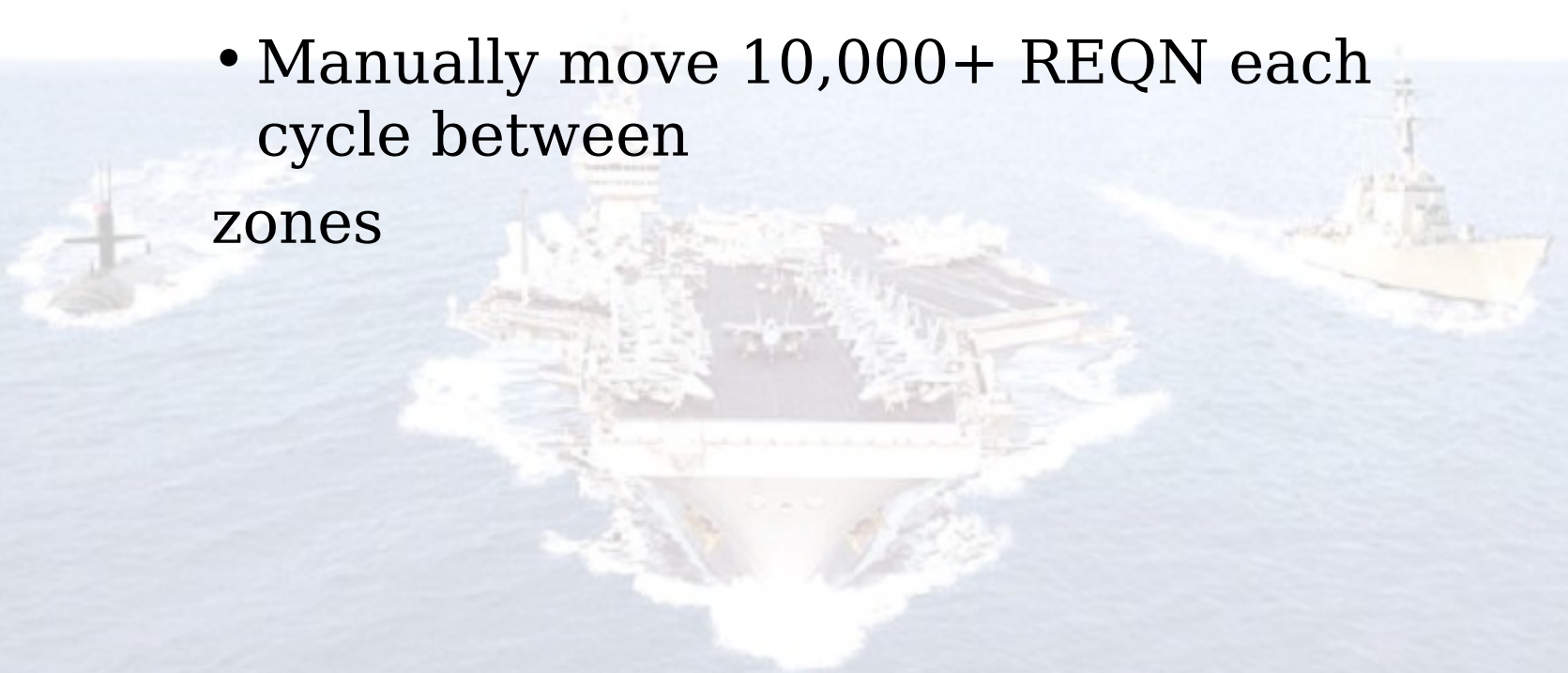
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- Early termination of shore duty Sailors should be ordered to highest Red Zone priority REQ.
- Automated Decision Support Systems Tool is available to Rating Specialists and includes:
 - PRD roller list
 - Fleet Balance calculations
 - UIC/RCN Notes
 - Reports

ADDITIONAL NOTES

continued

- Required:
 - Automation of the Process
 - Manually move 10,000+ REQN each cycle between zones



Enlisted Decision Support



ASSIGNMENT INCENTIVE PAY

AIP has been added for IT E4-E9 ratings in NCTAMS Det London, NCTS Far East Yokosuka, and TSCOMM Det Kadena starting with the 6 April 2004 JASS cycle.

To see a complete listing of all available AIP click [here](#).

How to Apply for an AIP job when CCC is not available: Click on [Helpful Hints](#).

For Frequently Asked Questions (FAQ) click [here](#).

Click on below options:

- [Enlisted Decision Support](#)
- [Download ATSEA 5.7 Client](#)
- [What's New in JASS](#)
- [Change Password](#)
- [Log Out](#)
- [Submit Feedback on WEB JASS](#)

All users: please submit feedback by clicking the above option. Your feedback and recommendations are important to identify any problems and make improvements to WEB JASS.

Fleet Balance Report

MA	MCAB			MCAL		MCAP		MCAR	
	PG	P9BA	P0B9	P9BA	P0B9	P9BA	P0B9	P9BA	P0B9
INUS	E9	15	9	8	6	5	8	0	0
	E8	27	21	33	21	28	16	0	1
	E7	110	63	58	57	89	58	12	9
	E6	198	200	230	302	272	260	56	53
	E5	199	180	456	470	660	526	51	41
	E4	118	94	766	407	384	488	37	24
	E3	18	75	194	432	363	362	0	26
	GT	685	642	1745	1695	1801	1718	156	154
SEA/OUTUS	E9	2	2	10	6	7	7	0	0
	E8	7	3	23	24	29	27	0	0
	E7	41	18	123	80	131	81	0	0
	E6	53	41	331	287	332	284	0	0
	E5	81	76	472	393	521	448	0	0
	E4	95	47	561	338	406	318	0	0
	E3	24	38	352	346	364	449	0	0
	GT	303	225	1872	1474	1790	1614	0	0

Fleet Balance Report

Allocations Matrix

MA	BUPERS				LNTFLT				PACFLT				RESFOR			
Paygrade	P9BA	P0B9	PCT	DIFF	P9BA	P0B9	PCT	DIFF	P9BA	P0B9	PCT	DIFF	P9BA	P0B9	PCT	DIFF
E-9	15	9	60%	-6	8	9	113%	1	5	8	160%	3	0	0		
E-8	27	21	78%	-6	33	21	64%	-12	28	16	57%	-12	0	1	999%	1
E-7	110	63	57%	-47	58	57	98%	-1	89	58	65%	-31	12	9	75%	-3
E-6	198	200	101%	2	230	302	131%	72	272	260	96%	-12	56	53	95%	-3
E-5	199	180	90%	-19	456	470	103%	14	660	526	80%	-134	51	41	80%	-10
E-4	118	94	80%	-24	766	407	53%	-359	384	488	127%	104	37	24	65%	-13
E-3	18	75	417%	57	194	432	223%	238	363	362	100%	-1	0	26	999%	26
Total	685	642	94%	-43	1745	1698	97%	-47	1801	1718	95%	-83	156	154	99%	-2

SHORE		Allocations				Total			Requisitions				Requisitions			
Rollers	#s	B	L	P	R				B	L	P	R	B	L	P	R
E-9	2															
E-8	5															
E-7	8							E7-9	1	1	1	1				
E-6	40							E6	1	1	1	1				
E-5	60							E5	1	1	1	1				
E-4	60							E3-4	1	1	1	1				
E-3																

Fleet Balance Report

Allocation Matrix

MA	BUPERS				LNTFLT				PACFLT				RESFOR			
Paygrade	P9BA	P0B9	PCT	DIFF	P9BA	P0B9	PCT	DIFF	P9BA	P0B9	PCT	DIFF	P9BA	P0B9	PCT	DIFF
E-9	15	9	73%	-6	8	6	88%	-2	5	8	160%	3	0	0		
E-8	27	21	81%	-6	33	21	67%	-12	28	16	68%	-12	0	1	999%	1
E-7	110	63	62%	-47	58	57	100%	-1	89	58	66%	-31	12	9	83%	-3
E-6	198	200	101%	2	230	302	131%	72	272	260	100%	-12	56	53	100%	-3
E-5	199	180	91%	-19	456	470	103%	14	660	526	88%	-134	51	41	88%	-10
E-4	118	94	81%	-24	766	407	61%	-359	384	488	127%	104	37	24	68%	-13
E-3	18	75	417%	57	194	432	223%	238	363	362	100%	-1	0	26	999%	26
Total	685	642	94%	-43	1745	1695	97%	-50	1801	1718	95%	-83	156	154	99%	-2

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MCA	Composite	Location	UIC	NEC
<input type="checkbox"/> BUPERS <input type="checkbox"/> Atlantic <input type="checkbox"/> Pacific <input type="checkbox"/> Reserve	<input type="checkbox"/> Sea <input type="checkbox"/> Shore <input type="checkbox"/> Sub Sea <input type="checkbox"/> Sub Shore	<input type="radio"/> CONUS <input type="radio"/> Overseas <input checked="" type="radio"/> Both	<input type="text"/>	<input type="text"/> <input type="text"/>
Location: <input type="text" value="All Locations"/> SELECT		Unit Type: <input type="text" value="All Units"/> SELECT		
Job Category: <input checked="" type="checkbox"/> Immed Avail <input checked="" type="checkbox"/> Open Reqs <input checked="" type="checkbox"/> G2K Options <input checked="" type="checkbox"/> Unavailable/Selected <input type="checkbox"/> Incentive				
Number of Reqs/Page: <input type="text" value="100"/>		SEARCH CLEAR		

[Click on [Activity Name](#) to view details of job]

Jobs Found: 8

Displaying 1-8 of 8

UIC Note	RCN Note	Status	Pri #	S S	W A S	MCA	NEC1	NEC2	Req Type	TUM	Rate	UIC	Activity	Location	Job Com	Inc
Unavailable/Selected Reqs																
	*	Unavailable	0030	1		B	0000	0000	N	0404	MACM	42937	NCISRA MEM TN	TN, MILLINGTON		
	*	Unavailable	0040	1		B	9502	0000	N	0404	MACM	45189	NCIS LE&PSAT SDG	CA, SAN DIEGO	*	
		Unavailable	0050	1		B	0000	0000	N	0404	MACM	3680A	NDW PBD 727	MD, BETHESDA		
Open Reqs - Jobs with a fill date from 6-9 months away.																
		Open	0010	1		B	2002	0000	N	0501	MACM	33355	HQ NDW PUBLIC ST	DC, WASHINGTON	*	
		Open	0020	1		B	2006	0000	N	0501	MACM	63285	NCIS	DC, WASHINGTON		
Unavailable/Selected Reqs																
		Selected	0010	2	*	L	2002	0000	N	0501	MACM	20632	LHA 2 SAIPAN	VA, NORFOLK	*	
		Selected	0010	1		L	0000	0000	N	0501	MACM	47164	NS MAYPORT SEC DT	FL, MAYPORT		
		Selected	0010	6		P	0000	0000	N	0404	MACM	46184	NAF ATSUGI	JAPAN, HONSHU ATSUGI	*	

UPDATE JOB STATUS

PRINT

[Links to Review Rollers, Count Requisitions, and RS Fleet Balance Reports](#)

Closing

- Rating Specialist = Rating's Personnel Issue
 - *Readiness Focus.*
- Single POC for all questions/issues for MAs
 - *MCA assets*

DSN 678-5504

<http://www.epmac.nola.navy.mil/code44/44.htm>

Questions?